
 <b>Policy &amp; Procedure</b>	CITY EMPLOYEE OFFICIAL BUSINESS PARKING PERMITS	
	<b>Supercedes:</b> August 1, 2010	<b>Date Approved:</b> February 1, 2016
	<b>Approved:</b> 	
		Page 1 of 2

The City of Duluth Parking Services Division administers a permit system for city employee official business parking. The system is comprised of two types of permits:



1. Permits for employees who require frequent in-and-out parking for their unmarked vehicles as part of their job duties in the area of City Hall. This type of permit authorizes parking in the 2<sup>nd</sup> Street Lot behind City Hall and also in the Civic Center Circle. Temporary versions of this type of permit will be available from the parking services division and may be issued in special circumstances. **Please note that, effective February 1, 2016, marked city vehicles no longer will be eligible to park in the 2<sup>nd</sup> Street Lot. However, marked city vehicles may park at on-street metered spaces without needing to pay a parking fee, with the exception of meters in the Civic Center Circle, which are for public parking only. Also effective February 1, 2016, there will be a three-hour time limit on parking in the 2<sup>nd</sup> Street Lot.** For this type of permit, at least one of the following criteria must be met:
  - The employee is stationed at City Hall and is required to make frequent work-related trips during normal work hours and uses his/her private vehicle for such trips.
  - The employee is assigned or stationed to work at a site away from City Hall but must make frequent trips to City Hall in his/her private vehicle to conduct city business.
2. Permits for employees whose job duties require frequent parking in unmarked vehicles on public streets throughout all of the City of Duluth.

#### Who qualifies?

City of Duluth employees and certain other designees who require in-and-out parking for their unmarked vehicles as part of their regular job duties at least two times per week. The permits are not intended to facilitate routine workplace parking but rather only are usable for special circumstances such as meetings of boards and commissions, frequent pickup and delivery duties, and employees who must come and go from City Hall repeatedly during the day.

#### Where is parking authorized?

The City Hall-area permits are valid for parking for **short-term** stays in the 2<sup>nd</sup> Street Lot behind City Hall or, as an overflow option when the lot is full, at the parking meters in the Civic Center Circle (Priley Drive). The citywide permits are valid on Duluth city streets. **While the permits authorize parking in these areas for work-related purposes, aside from exemption from parking fees, all other parking statutes and ordinances must be observed, such as time limits, no parking zones, etc.**

 <b>Policy &amp; Procedure</b>	CITY EMPLOYEE OFFICIAL BUSINESS PARKING PERMITS	
	<b>Supersedes:</b> August 1, 2010	<b>Date Approved:</b> February 1, 2016
	<b>Approved:</b> 	
		Page 2 of 2

**When may a parking permit be used?**

The permits only may be used during an employee's work hours and for official business only. "Work hours" are defined as any time an employee is performing authorized work for the City of Duluth.

**How must the permits be used?**

Each permit is a numbered hangtag that must be hung from the rearview mirror of the vehicle so as to be fully visible whenever parked as described above.

**How are the permits administered and by whom?**

The permits must be approved by each employee's department director, who will attest that the permit is necessary and related to the employee's frequent job duties. The department directors are tasked with limiting the number of permits as much as possible while meeting the overall operational needs of the City of Duluth.

**Consequences of misuse:**

Misuse of a permit may result in issuance of a parking ticket, revocation of the permit, and/or disciplinary action.

**Application process and account maintenance:**

The first step in applying for a city employee official business parking permit is to submit a request to the director of your department. If the director deems that the request meets both the eligibility criteria and the overall goals of the employee parking program, the director then will send a completed or updated permit application form to the parking services division using the contact information below. Also, if during the course of 2016 your license plate or other vehicle information changes, the changes must be provided to your department director for transmission to the parking division at the earliest opportunity.

Parking Services Division contact:

Mark Bauer, CPP  
 Parking Operations Specialist  
 Phone: 218-730-5177  
 Fax: 218-730-5953  
[mbauer@duluthmn.gov](mailto:mbauer@duluthmn.gov)